



# Indiana Army National Guard Tuition Assistance: Standard Operating Procedures for Soldiers, Career Counselors, Units, & ROTC

# References

- Army Regulation 621-5, Army Continuing Education, Chapter 5
  - National Guard Supplemental Grant State Guidance
  - Indiana State Code
  - United States Code
- 
- The bottom right corner of the slide features a decorative graphic consisting of several sets of concentric circles, resembling ripples in water, rendered in a lighter blue shade than the background.

# Outline

- State vs. Federal TA
  - State TA/NGSG
    - Key Points
    - NGSG schools
    - Prohibitions
    - Eligibility
    - How to Apply
- 
- Four sets of concentric circles, resembling ripples in water, are located in the bottom right corner of the slide. They are rendered in a lighter shade of blue than the background.

# Outline Continued

- State TA/NGSG
  - Internal Processing
  - Follow up
  - Exceptions
  - National Guard Extension Scholarship

# Outline continued

## ➤ Federal TA

- Key Points
- Eligibility
- Prohibitions
- Deadlines
- How to Apply
- Internal Processing
- Recoupments
- Exceptions

## ➤ FAQs

# State vs. Federal TA: What's the difference?

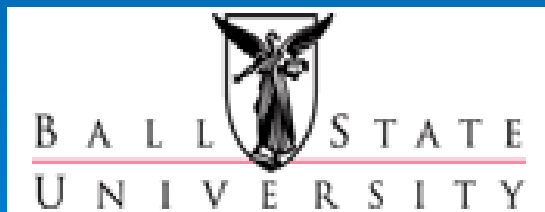
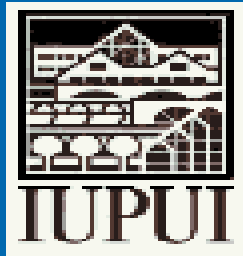
- Two Tuition Assistance Programs are available for INARNG Soldiers!!
- State TA: also known as the National Guard Supplemental Grant; exclusive to Indiana
- Federal TA: common throughout all 54 states and territories of the U.S.

# State TA/NGSG Key Points

- Up to 100% tuition assistance for state-supported schools.
- Available for eight total semesters (do not have to be consecutive terms), from three semester hours up to full-time.
- First-time Associate's or Bachelor's degree.

# Eligibility (NGSG schools)

PURDUE  
UNIVERSITY™



INDIANA UNIVERSITY



# Nine NGSG Schools

- Indiana University
- Purdue University
- Ball State University
- Ivy Tech
- Indiana University Purdue University
- University of Southern Indiana
- Indiana State University
- Western Governor's University Online
- Vincennes University

# NGSG Prohibitions

- Fall & Spring semesters only; NO SUMMER
- Cannot be used for distance learning, online, or correspondence courses. CLASSROOM ONLY.
- Only eight semesters allowed (from three SHs up to full-time).
- Only up to full-time; if SM takes more than what school deems full-time, SM is responsible to pay remaining balance.

# NGSG Eligibility

- FAFSA ([www.fafsa.ed.gov](http://www.fafsa.ed.gov))
  - FAFSA Deadlines:
    - 10 March for submission
    - 15 May for all edits & corrections
    - Exception: DD214 for deployment during time of deadlines
- How to check FAFSA status & awards
  - [www.in.gov/SSACI](http://www.in.gov/SSACI)
  - Logon to or register for “estudent”

# NGSG Eligibility Continued

- SM must meet Satisfactory Academic Progress guidelines as determined by school.
- If SM is deemed unsatisfactory for academic performance, the school will NOT claim the NSGSG on behalf of the SM, and the SM becomes personally responsible to pay tuition.

# How to Apply for NGSG

- Complete FAFSA as required by federal deadlines.
  - 10 March submission
  - 15 May corrections
  - Verify FAFSA eligibility via “estudent”
- Register for classes at one of nine NGSG schools.
  - Satisfactory academic progress?
  - More than full-time course load?

# How to Apply for NGSG Continued

- Apply for Tuition Assistance online at [www.minuteman.ngb.army.mil/Benefits](http://www.minuteman.ngb.army.mil/Benefits) NLT the first day of class.

# NGSG (Internal Processing)

- When the Education Office receives a Tuition Assistance Application (DA 2171) from a SM who attends one of the nine NSGSG schools:
  - Education Office verifies eligibility of SM to receive NSGSG (FAFSA) via “estudent”
  - Education Office DOES NOT verify SM’s satisfactory academic performance at his/her school. We are not privy to this information due to FERPA.

# NGSG (Internal Processing)

- If SM is eligible to receive the grant (FAFSA deadlines have been met), the Education Office submits SM's information to the State Student Assistance Commission of Indiana (SSACI) for award.
- At this point, it is the responsibility of the SM's school's financial aid office to collect the award from SSACI on behalf of the SM.



# NGSG (Internal Processing)

- If SM is not eligible to receive NSG (late FAFSA, uncorrected FAFSA), the Education Office processes the SM for Federal Tuition Assistance. If and when approved for FTA, SM will receive an approved TA Request (DA 2171) via his/her AKO email account.

# NGSG Follow Up by SM

- SM should call his/her school's financial aid office (NOT the bursar's office) to ensure the financial aid office has collected the SM's NSGSG award from the State Student Assistance Commission of Indiana (SSACI).
- SM needs to ensure he/she meets satisfactory academic progress as determined by his/her school in order to receive NSGSG.

# NGSG Exceptions

- If SM was on Title 10 orders for deployment during the FAFSA submission deadline (10 March), SM may be excused from the deadline.
  - SM must provide a DD 214 of Title 10 deployment as proof to receive deadline waiver.
  - CC will submit DD 214 to Education Office on SM's behalf.

# National Guard Extension Scholarship

## ➤ Eligibility:

- Former INARNG SMs with an honorable discharge from the INARNG
- Must have received the NGSG at least once while serving in the INARNG

## ➤ Application:

- National Guard Extension Scholarship app
- NGB 22s and DD 214s
- FAFSA filed at least 30 days prior to first day of class; by 10 March each year thereafter

# Federal Tuition Assistance (FTA) Key Points

- \$4500 per fiscal year maximum or \$250 per credit hour
- For tuition only and course-specific fees
  - Example: lab or technology fee
- Contracted SMs of the INARNG
- May use FTA for first Bachelor's, Master's, First Professional, and one certificate/license program

# FTA Key Points Continued

- Must apply online at **<https://minuteman.ngb.army.mil/Benefits> prior to the first day of class!!**

# FTA Eligibility

- 2.0 cumulative GPA for all FTA-funded courses after 15 or more SHs
- ETS for enlisted must be through the last day of FTA-funded courses
- RDSO for officers: 2 years for AD, 4 years for RC (after the last day of FTA-funded courses)

# FTA Eligibility Continued

- Degree plan uploaded if 9 or more SHs
- No adverse action flags
- Application submitted prior to the first day of class
- Contracted SM of the INARNG
- Grades must be updated within 45 days from the last day of courses.



# FTA Prohibitions

- Tuition only
- Authorized fees:
  - Course-specific
  - Fully refunded if SM withdraws
  - Required by all who take the course

# FTA Deadlines

## National Guard Supplemental Grant

1) FAFSA – 10 MARCH

(Edit-free by 15 MAY)

2) DA 2171 prior to the  
first day of class

## Federal Tuition Assistance

Prior to first day of class

# **Applying for Tuition Assistance**

Example:

Vincennes University MILI-100 Class

# https://minuteman.ngb.army.mil/Ben

Education Benefits Online - Windows Internet Explorer

https://minuteman.ngb.army.mil/Benefits/Unsecured/Login.aspx?ReturnUrl=%2fBenefits

File Edit View Favorites Tools Help

Education Benefits Online

ARNG NATIONAL GUARD BENEFITS ONLINE

**LOG-IN**

**Log in with CAC**

[View Security and Privacy](#)

[IE Troubleshooting Tips](#)

**ABOUT National Guard Benefits**

Effective 05/22/09, in response to the Army directive, this website will be CAC enabled only. Users will NOT be able to log in with their AKO User ID and Password! To log in using your CAC card, CAC must be registered with AKO. Go to <https://www.us.army.mil> and log in with AKO UID and PW. Use the menu to navigate to Quick Links | CAC | My CAC Information, and follow the instructions to register your CAC with your AKO account.

Please contact your Unit administrator for guidance on how to obtain CAC card. CAC Card readers can be obtained through your state DOIMS, your Armory or personal purchase. Software for CAC readers is available for download with installation instruction on AKO at AKO Home > AKO/DKO CAC Resources > CAC Configuration and Installation.

ARNG Benefits is the virtual gateway to request Tuition Assistance (TA) online, anytime for classroom, distance learning, and online college courses.

As a National Guard Soldier a wide variety of educational assistance is available for you. Once you are ready to begin a degree program, your Education Services Officer (ESO) will guide you to determine your educational needs.

In ARNG GI Bill programs sections, you will be able to print your Eligibility of Mobilized Soldier notification letter for CH 1607 as well as Notice Of Basic Eligibility for CH 1606.

[Get a Military Transcript](#) - Visit AARTS Website to view a copy of your Military Transcript. Your Education Services Officer (ESO) can then determine if your military experience may earn you college credit.

with your  
on Access  
CAC)

Done Internet 100%

After logging in with your Common Access Card (CAC) you will need to choose the link for tuition assistance.

Education Benefits Online - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address <https://www.nationalguardbenefits.com/EBOHome.aspx> Go Links

**ARNG**  
NATIONAL GUARD BENEFITS ONLINE



**SOLDIER TOOLS**

**APPLY FOR TUITION ASSISTANCE**

**New Online Process**

You may now enter and submit your TA application [online!](#)  
[Application Help](#)  
[System Requirements](#)  
[Procedures & Guidelines](#)  
[State Education Offices](#)

**Tuition Assistance Contact Information:**  
Valerie Dillon  
(317) 964-7022  
[valerie.dillon@in.ngb.army.mil](mailto:valerie.dillon@in.ngb.army.mil)

**GET YOUR MILITARY TRANSCRIPT**

**AARTS Military Transcript**

Visit the [AARTS Web site](#) to view a copy of your AARTS Military Transcript. You and your States Education Services Officer (ESO) can then determine if your military experience may earn you college credit

**GI Bill Support Team Contact Information:**

ARNG GI Bill Support Team  
[esc@PEC.NGB.army.mil](mailto:esc@PEC.NGB.army.mil)  
1-866-622-5222

**LOG-ON**

**AKO ID:**  
joshua.stout1

**Name:**  
JOSHUA STOUT

**GI BILL Home**

[My ARNG GI BILL Home Page](#)

**TA Program**

[My Tuition Assistance \(TA\) Home Page](#)

Done Internet

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# Click on the hyperlink about mid page

https://www.nationalguardbenefits.com - Default - Microsoft Internet Explorer

## Minimum System Requirements

To utilize the Online Tuition Assistance Application, your PC must meet the following system requirements

- You must access the application using **Internet Explorer 6** with JavaScript enabled.
- If your Pop Up blocker is activated, you must turn it off (so you can see pop-up windows during the TA form completion process.)  
The easiest way to **turn off Pop-up blocker** is to:
  - 1) Select "Tools" from the Internet Explorer menu
  - 2) Hold the cursor over "Pop-up Blocker"
  - 3) Select "Turn Off Pop-up Blocker"
- ADD https://www.nationalguardbenefits.com as your trusted site in the browser.  
Directions:
  - 1) Click on the "Tools" menu of Internet Explorer
  - 2) Select "Internet Options".
  - 3) Click on the "Security" tab
  - 4) Select "Trusted Sites" (green circle with a white checkmark)
  - 5) Click on the "Sites..." button
  - 6) In the space provided, enter the URL of the site (https://www.nationalguardbenefits.com) and click on the "Add" button.
- Acrobat Reader version 6** or greater must be installed (See http://www.adobe.com for downloading the Reader)

[Click Here to Continue To Online Tuition Assistance Application](#)

**Print This Page** **Home**

**SUBJECT TO PRIVACY ACT OF 1974 (PL- 93-579). OFFICIAL USE ONLY.**  
**THIS APPLICATION MAINTAINS USAGE STATISTICS FOR SECURITY AND SOLDIER PRIVACY PROTECTION.**

### DATA REQUIRED BY THE PRIVACY ACT OF 1974

|                      |   |
|----------------------|---|
| AUTHORITY            | Title 10 USC 2007; Title 10 USC 2005  |
| PRINCIPAL PURPOSE(S) | Use to show courses for which the service member is receiving tuition assistance from the Army. Service members who, due to reasons within their control, fail to complete a course for which they are receiving tuition assistance must reimburse the Army an amount equal to the tuition assistance received. |
| ROUTINE USES         | Used as a record of courses in progress for which the service member is receiving tuition assistance.   |
| DISCLOSURE           | Disclosure of information is mandatory. AR 621-5, Army Continuing Education System is the only authority which can be used to recoup monies from a service member who fails to complete courses for reasons within his or her control.  |

Done Internet

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Answer the questions then click continue at the bottom of the page

https://www.nationalguardbenefits.com - Default - Microsoft Internet Explorer

### Review Statement of Understanding

To begin the application process, you must review and accept the Statement of Understanding (by selecting YES for each item.)

[View Statement of Understanding](#)

#### Statement of Understanding Agreements

1. I am aware that I may receive up to \$4,500 dollars per fiscal year at a rate of \$250 (semester) 167 (quarter) and 16.66 (clock) credit. ARNG FTA does not cover a course rendering continuing education units (CEUs). ☐ YES ☒ NO
2. I understand that ARNG FTA is available to all Guard members on a first come/first serve basis. I understand that it is not a guaranteed benefit and is only available based on federal funding. ☐ YES ☒ NO
3. I understand that ARNG FTA program is used only for coursework related to a certificate/license, associate, bachelors, and masters/first professional degree only. ☐ YES ☒ NO
4. I understand and agree to reimburse or suffer "recoupment" action for tuition paid if I withdraw or do not complete a course (except for reasons beyond my control as determined by the State Education Service Officer (ESO) or National Guard Bureau (NGB)), or do not turn in grades or completion report within 30 days. ☐ YES ☒ NO
5. I understand that ARNG FTA is not a guaranteed benefit, and that I must be a satisfactory participant to remain eligible for this program. ☐ YES ☒ NO
6. I understand that ARNG federal tuition is only applicable to nationally or regionally accredited university/college programs that are recognized by the Department of Education. ☐ YES ☒ NO
7. I understand that if I decide not to use tuition assistance or if I make any changes to the application, I must notify my state's ARNG Education Service Office. ☐ YES ☒ NO
8. I understand that ARNG FTA must be applied for by the start date of the class for which I am seeking funding. Applications received after the start date will not be approved. ☐ YES ☒ NO
9. I understand that if grades or completion notification from my school is not submitted to the education office within 30 days of the originally scheduled course completion date, my account will be locked and ARNG FTA privileges will be suspended until all grades or notification is received and updated. ☐ YES ☒ NO
10. I hereby consent to the release of financial information pertaining to my student account and the release of grades and/or course completion status at the institution indicated on my request for Army National Guard Tuition Assistance to the ARNG Education Services Office processing tuition payment(s) on my behalf. ☐ YES ☒ NO
11. I understand that I must be a participating member of the ARNG no later than course start date and remain a participating member through the course end date. ☐ YES ☒ NO
12. I understand that I must maintain a cumulative Grade Point Average (GPA) of 2.0 or higher after completing 15 SHs (or 22 1/2 quarter hours (QH) or 240 clock hours(CH)) of TA funded college credit. ☐ YES ☒ NO
13. I understand that additional benefits may be available to assist with the achievement of my educational ☐ YES ☒ NO

### More Information

- [Tuition Assistance Procedures and Guidelines](#)
- [ESO Contact List](#)
- [Other Voluntary Education Programs and Tuition Assistance](#)
- [ARNG TA APPLICATION INSTRUCTIONS](#)

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Ensure your information is correct and select next step at bottom of page

https://www.nationalguardbenefits.com - Index - Microsoft Internet Explorer

Your FTA Manager is:  
Valerie Dillon,(317) 964-7022  
valerie.dillon@in.ngb.army.mil

Federal Tuition Assistance Online Application Request

CONTACT SCHOOL COURSE REVIEW TECH SUPPORT

Total Cost: 120.56  
FTA (Estimate): 16.66  
Cost To You: 103.9

**CONTACT INFORMATION**

**Step 1 - Enter Contact Information**

- Below is your personal contact information required to submit your application for ARNG Federal Tuition Assistance ().
- Please make any corrections/updates and report any errors in default data to your unit of assignment.
- Fields marked "REQUIRED" must be entered to submit your application.
- Please provide your current phone number and address information so we may contact you if necessary.
- Click "Next Step" when Contact Information is complete.

**Name**

SSN:

Full Name: **STOUT JOSHUA**

**Personnel Information**

Rank: **SPC**

Unit: **P0KAA 738TH MEDICAL COMPANY** Unit State: **IN**

MOS/AOC: **74D**

ETS/MRD: **20111021** (YYYYMMDD) PEBD: **20051022** (YYYYMMDD)

**Contact Information**

Street Address (REQUIRED): **310 N New York St** Daytime Phone (REQUIRED): **5742971352** AKO Email: **joshua.stout1@us.army.mil**

City (REQUIRED): **Remington** Nighttime Phone:  Enter numbers with no spaces

State (REQUIRED): **Indiana** Cell Phone:

Zip (REQUIRED): **47960** Fax:

**Next Step -->** **Save and Exit**

SUBJECT TO PRIVACY ACT OF 1974 (PL- 93-579). OFFICIAL USE ONLY.  
THIS APPLICATION MAINTAINS USAGE STATISTICS FOR SECURITY AND SOLDIER PRIVACY PROTECTION.

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# Click on the select school button

https://www.nationalguardbenefits.com - School Information - Microsoft Internet Explorer

NOTE: Federal Tuition Assistance is for schools that are accredited by a regional or national accrediting association recognized by the U.S. Department of Education. If your school is accredited but doesn't appear on the list, please contact your FTA Manager (listed above left) and request that the school be added.

- Select a "Goal", "Goal Program", and "Goal Category" (if not already populated).
- Enter the "COURSE BEGIN DATE" and "COURSE END DATE".  
NOTE: Only one Begin Date and one End Date indicate the period of time this TA request covers.
- When complete, click "Next Step".

### Required School Information

**Change School**

School Name: **VINCENNES UNIVERSITY**

Address 1: **1002 N FIRST ST**

Address 2:

City: **VINCENNES**

State: **IN**

Zip: **47591**

### Required Degree & Course Information

Goal (REQUIRED): Associates

Goal Program (REQUIRED): General Studies

Goal Category (REQUIRED): Basic Skill

Online Requests for Federal Tuition Assistance must be submitted not later than the course begin date. Contact your FTA Manager if the course began prior to today and you feel you are still eligible for FTA.

Course Begin Date (REQUIRED): 20071110

Course End Date (REQUIRED): 20071111

Note: enter dates in yyyyymmdd format

### Optional Student Information

Student ID:

< -- Previous Step   Next Step -->   Save and Exit

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**DATA REQUIRED BY THE PRIVACY ACT OF 1974**

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# For this example Click on the "V" then select Vincennes

https://www.nationalguardbenefits.com - School Information - Microsoft Internet Explorer

**SELECT -- Web Page Dialog**

**Accredited School List**

**View Accredited Schools in the State of:**  
Indiana

**Additional Search:**  
Enter additional search criteria for a more detailed search

School Name:   
City:   
State: All States  
Within  miles of Zip Code   
**Search**

**Accredited School Search Results:**

NOTE: Federal tuition assistance is only authorized for schools that are accredited by a regional or national accrediting association recognized by the U.S. Department of Education. Therefore, you may only select from the accredited institutions listed below. If your school is accredited but doesn't appear on this list, please contact your FTA Manager and request that the school be added. You will be able to submit your request online after the school is added to the list.

**Click the desired school name to select the school.**

| Name   | Address              | City         | State | Zip Code   | Phone      | Fax        |
|--|----------------------|--------------|-------|------------|------------|------------|
| A CUT ABOVE BEAUTY COLLEGE                   | 3810 E SOUTHPORT RD. | INDIANAPOLIS | IN    | 46237-3249 | 3177810959 | 3177810982 |
| ALEXANDRIA SCHOOL OF SCIENTIFIC THERAPEUTICS | 809 S HARRISON ST    | ALEXANDRIA   | IN    | 46001-0287 | 7657249152 | 7657249156 |
| AMERICAN TRANS AIR AVIATION TRAINING ACADEMY | 7251 W MCCARTY ST    | INDIANAPOLIS | IN    | 46241      | 3172434519 | 3172434569 |
| ANCILLA COLLEGE                              | 9601 S. Union Road   | DONALDSON    | IN    | 46513-0001 | 5749368898 | 5749351773 |
| ANDERSON UNIVERSITY                          | 1100 E 5TH ST        | ANDERSON     | IN    | 46012-3495 | 7656414182 |            |
| APEX ACADEMY OF HAIR DESIGN INC              | 333 JACKSON ST       | ANDERSON     | IN    | 46016-1158 | 7656427560 | 0000000000 |
| ASSOCIATED MENNONITE BIBLICAL SEMINARY       | 3003 BENHAM AVE      | ELKHART      | IN    | 46517-1999 | 5742966227 |            |

https://www.nationalguardbenefits.com/TAWEB/ShowModalContainer.aspx?sFile=SelectSchool.aspx&SchoolState=IN Internet

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# For the MILI-100 course

- After selecting your school you will need to fill out all of the goal fields
- Goal Program will be General Studies
- Also enter the dates for MILI 100: (in this case) 20100130-20100131
- Click Next step at bottom of page

https://www.nationalguardbenefits.com - School Information - Microsoft Internet Explorer

NOTE: Federal Tuition Assistance is for schools that are accredited by a regional or national accrediting association recognized by the U.S. Department of Education. If your school is accredited but doesn't appear on the list, please contact your FTA Manager (listed above left) and request that the school be added.

- Select a "Goal", "Goal Program", and "Goal Category" (if not already populated).
- Enter the "COURSE BEGIN DATE" and "COURSE END DATE".  
NOTE: Only one Begin Date and one End Date indicate the period of time this TA request covers.
- When complete, click "Next Step".

### Required School Information

[Change School](#)

School Name: **VINCENNES UNIVERSITY**

Address 1: **1002 N FIRST ST**

Address 2:

City: **VINCENNES**

State: **IN**

Zip: **47591**

### Required Degree & Course Information

Goal (REQUIRED): **Associates**

Goal Program (REQUIRED): **General Studies** ← General Studies

Goal Category (REQUIRED): **Basic Skill**

Online Requests for Federal Tuition Assistance must be submitted not later than the course begin date. Contact your FTA Manager if the course began prior to today and you feel you are still eligible for FTA.

Course Begin Date (REQUIRED): **20071110**

Course End Date (REQUIRED): **20071111**

Note: enter dates in yyyyymmdd format

### Optional Student Information

Student ID:

[<-- Previous Step](#) [Next Step -->](#) [Save and Exit](#)

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DATA REQUIRED BY THE PRIVACY ACT OF 1974

Done

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# Click on add course

https://www.nationalguardbenefits.com - TA Course Information - Microsoft Internet Explorer

Your FTA Manager is:  
Valerie Dillon,(317) 964-7022  
valerie.dillon@in.ngb.army.mil

## Federal Tuition Assistance Online Application Request

CONTACT SCHOOL COURSE REVIEW TECH SUPPORT

Total Cost: 0  
FTA (Estimate): 0  
Cost To You: 0

### COURSE INFORMATION

#### Step 3 - Enter Course Information

- To complete your Tuition Assistance application, you must **enter each course included in this FTA request.**
- You must **complete ALL fields for each course entered.**
- If tuition for courses you are entering is charged at a flat rate (and not per credit hour) enter the flat rate at the bottom of the page and click Apply Flat Rate**
- ARNG Federal Tuition Assistance (FTA) is only an estimate and requires approval.**
- When complete, click "Next Step".

#### FY 2008 FTA Program Rates

| HOURLY CAPS |          |         | MAXIMUM AWARD |                          |
|-------------|----------|---------|---------------|--------------------------|
| Semester    | Quarter  | Clock   | % Max         | Total FTA Including FEES |
| \$250.00    | \$167.00 | \$16.66 | 100           | \$4,500.00               |

#### Courses in This FTA Request

1. To add a course, click on **Add New Course**

2. Once you add at least one course, you will see a listing of courses in the courses summary.

3. To edit a course you added, click on the "Modify" link in the left column beside the course name.

4. To remove a course you added to this FTA Request, click on the "Remove" link in the left column beside the course name.

**Click Here**

#### Flat Rate Courses (Complete only if courses are paid at a flat rate)

If your courses are paid at a Flat Rate

- Review the Courses Summary** to be sure that you have entered the course code, title, # of credit hours, and authorized fees for all courses in this FTA request. **(You must enter at least 2 or more courses to apply a flat rate.)**
- Enter the Flat Rate for Tuition in the box below (Be sure you have already entered any authorized fees for courses above.)
- Press 'Apply Flat Rate' and the Flat Rate entered will be disbursed across all courses above so that the an estimated amount of FTA can be calculated

Enter Flat Rate (Optional):  **Apply Flat Rate**

**< -- Previous Step** **Next Step -->** **Save and Exit**

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https://www.nationalguardbenefits.com - TA Course Information - Microsoft Internet Explorer

**Federal Tuition Assistance Online Application Request**

Your FTA Manager is:  
Valerie Dillon, (317) 964-7022  
valerie.dillon@in.ngb.army.mil

Total Cost: 0  
FTA (Estimate): 0  
Cost To You: 0

CONTACT SCHOOL COURSE REVIEW TECH SUPPORT

**COURSE INFORMATION**

**Step 3 - Enter Course Information**

- To complete your Tuition Assistance application, you must enter each course included in this FTA request.
- You must complete ALL fields for each course entered.
- If tuition for courses you are entering is charged at a flat rate (and not per credit hour) enter the flat rate at the bottom of the page and click Apply Flat Rate
- ARNG Federal Tuition Assistance (FTA) is only an estimate and requires approval.
- When complete, click "Next Step".

**FY 2008 FTA Program Rates**

| HOURLY CAPS |          |         |       | MAXIMUM AWARD            |
|-------------|----------|---------|-------|--------------------------|
| Semester    | Quarter  | Clock   | % Max | Total FTA Including FEES |
| \$250.00    | \$167.00 | \$16.66 | 100   | \$4,500.00               |

**Courses in This FTA Request**  
Complete all information below and click Add/Update.  
NOTE: If tuition for this course is charged at a flat rate (and not per credit hour) leave the Cost per hour box blank. After adding all courses for this TA application, you can enter the flat rate below, and the Cost Per Hour and Course Cost will automatically be calculated.

Course dept. and number:  # of credit hours: 0  
Course title:  Cost per hour: 0.00  
Funding level: Associates Course cost: 0.00  
Delivery mode: Classroom Authorized fees: 0  
Hour type: Semester FTA: 0.00

Add Cancel

**Flat Rate Courses (Complete only if courses are paid at a flat rate)**  
If your courses are paid at a Flat Rate

- Review the Courses Summary to be sure that you have entered the course code, title, # of credit hours, and authorized fees for all courses in this FTA request. (You must enter at least 2 or more courses to apply a flat rate.)
- Enter the Flat Rate for Tuition in the box below (Be sure you have already entered any authorized fees for courses above.)

Done Internet

start Inbox - Microsoft... 6 Microsoft Offi... Microsoft Power... Virtual Armory - ... Education Benefi... https://www.nati... 9:30 AM

Enter Course  
Info:

“EXAMPLE”

Course Dept. and Number:  
26884MILI100M02

Course title: Pers Skill MGMT

Funding Level: Associates

Delivery Mode: Classroom

Hour Type: Semester

Credit Hour: 1

Cost Per Hour: 132.47

Screen will fill in rest of blocks

Select Add

# Click the next step button

https://www.nationalguardbenefits.com - TA Course Information - Microsoft Internet Explorer

## Step 3 - Enter Course Information

- To complete your Tuition Assistance application, you must enter each course included in this FTA request.
- You must complete ALL fields for each course entered.
- If tuition for courses you are entering is charged at a flat rate (and not per credit hour) enter the flat rate at the bottom of the page and click Apply Flat Rate
- ARNG Federal Tuition Assistance (FTA) is only an estimate and requires approval.
- When complete, click "Next Step".

### FY 2008 FTA Program Rates

| HOURLY CAPS |          |         | MAXIMUM AWARD |                          |
|-------------|----------|---------|---------------|--------------------------|
| Semester    | Quarter  | Clock   | % Max         | Total FTA Including FEES |
| \$250.00    | \$167.00 | \$16.66 | 100           | \$4,500.00               |

### Courses in This FTA Request

- To add a course, click on **Add New Course**
- Once you add at least one course, you will see a listing of that course in the courses summary.
- To edit a course you added, click on the "Modify" link in the left column beside the course listing.
- To remove a course you added to this FTA Request, click on the "Remove" link in the left column beside the course listing.

## Courses Summary

|                        |                        | COURSE DEPT. AND<br>NUMBER | COURSE TITLE            | FUNDING<br>LEVEL | DELIVERY<br>MODE | HOUR<br>TYPE | # OF CREDIT<br>HOURS | COST PER<br>HOUR | COURSE<br>COST | AUTHORIZED<br>FEES | ESTIMATED<br>FTA |
|------------------------|------------------------|----------------------------|-------------------------|------------------|------------------|--------------|----------------------|------------------|----------------|--------------------|------------------|
| <a href="#">Remove</a> | <a href="#">Modify</a> | MILI100                    | Personnel Skills<br>Man | Associates       | Classroom        | Clock        | 1.0                  | \$120.56         | \$120.56       | \$0.00             | \$16.66          |

### Flat Rate Courses (Complete only if courses are paid at a flat rate)

If your courses are paid at a Flat Rate

- Review the Courses Summary to be sure that you have entered the course code, title, # of credit hours, and authorized fees for all courses in this FTA request. (You must enter at least 2 or more courses to apply a flat rate.)
- Enter the Flat Rate for Tuition in the box below (Be sure you have already entered any authorized fees for courses above.)
- Press 'Apply Flat Rate' and the Flat Rate entered will be disbursed across all courses above so that the an estimated amount of FTA can be calculated

Enter Flat Rate (Optional):

**Apply Flat Rate**

< -- Previous Step

Next Step -->

Save and Exit

Click Here

You will need to click on the view recoupment policy then click the agree button

➤ After that is done click submit application button

https://www.nationalguardbenefits.com - Review - Microsoft Internet Explorer

Your FTA Manager is:  
Valerie Dillon,(317) 964-7022  
valerie.dillon@in.ngb.army.mil

Federal Tuition Assistance Online Application Request

Total Cost: 120.56  
FTA (Estimate): 16.66  
Cost To You: 103.9

CONTACT SCHOOL COURSE REVIEW TECH SUPPORT

REVIEW

Step 4 - Review & Add Comments

- If **X** appears under Status column, read Problem Details, click on the linked Section, and make corrections/complete information.
- Read and accept the Recoupment Policy - (Declining will prevent you from submitting your application for ARNG Federal Tuition Assistance).
- Enter any additional information or comments.
- **SUBMIT** after you have selected "Agree" and **printed** the Recoupment Policy.

| Status | Section                      | Problem Details |
|--------|------------------------------|-----------------|
| ✓      | <a href="#">Contact Info</a> |                 |
| ✓      | <a href="#">School Info</a>  |                 |
| ✓      | <a href="#">Course Info</a>  |                 |

**Review Policy**  
[View Recoupment Policy](#)

☒ AGREE to Policy ☐ DECLINE Policy

Additional Comments (maximum 250 characters)

[View Application](#) [Submit Application](#) [Save and Exit](#)

Click here to submit your Application. You must agree to the Recoupment Policy in order to submit your application

1974 (PL- 93-579). OFFICIAL USE ONLY.  
THIS APPLICATION MAINTAINS USAGE STATISTICS FOR SECURITY AND SOLDIER PRIVACY PROTECTION.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

Done Internet

start Sent Items - Mi... TA for dummie... Virtual Armory ... Education Ben... https://www.n... Document1 - Mi... 8:35 AM

# FTA Internal Processing

- Education Office verifies eligibility of SM to receive FTA:
  - 2.0 cumulative GPA (if 15 or more SHs)
  - ETS for enlisted; RDSO for officers
  - Degree plan uploaded (if 9 or more SHs)
  - No adverse action flags
  - Application is prior to the first day of class
- SM will receive an email via AKO that TA application has been received, and is under review.



# FTA Internal Processing

- Education Office approves SM's request for Tuition Assistance:
  - Eligibility for TA has been met IAW AR 621-5, Chapter 5.
  - If TA funds are available
  - If SM has not reached the \$4500 annual max
- If approved, SM will receive an email via AKO that TA application has been approved.

# FTA Internal Processing

- If SM does not meet eligibility requirements, his/her TA request will be denied or terminated.
- Notification of denial or termination will be emailed via AKO to the SM with reason for denial annotated.

# FTA Follow Up by SM

- When SM receives his/her approved DA Form 2171 (Request for Tuition Assistance) in his/her AKO email account, SM must submit his/her approved TA request to SM's school's bursar's (NOT financial aid office) office so the school may bill the INARNG Education Office for payment.

# FTA Recoupment Policy

- In accordance with AR 621-5, Chapter 5, any and all courses receiving a grade of I (incomplete), W (withdrawn), or F (failing) will be recouped from the SM.

# FTA Exceptions to Policy

## ➤ Recoupments:

- Recoupments may be waived if extenuating circumstances prevented SM from completing his/her courses with a passing grade.
- Requests for exceptions to recoupment must be submitted via SM's CC to the Education Office. The INARNG Education Services Officer is the approval authority for all requests for recoupment exceptions.

# FTA Exceptions to Policy

- Requests for exceptions to policy for FTA application:
  - Memorandum from SM
  - Memorandum from SM's unit CDR
  - Supporting documentation proving extenuating circumstances
- SM's CC will submit complete packet to Education Office.

# FTA Exceptions to Policy

## Continued

### ➤ Education Services Officer:

- Approves or denies request for exception.
- If approved, ESO submits packet to National Guard Bureau.

### ➤ National Guard Bureau:


- Approves or denies request for exception.
- Returns decision to ESO.

# FTA Exceptions to Policy Continued

- Education Office:
  - IF APPROVED by NGB, Education Office will contact USPFO for availability of funds.
- ETP is deemed a LAST RESORT; slim to zero chance of approval by NGB
- Even if approved by NGB, slim to zero chance of availability of funds for prior fiscal years for tuition assistance.



# Role of Career Counselors

- Assisting SMs with the Tuition Assistance application process
  - Updating grades
  - Uploading degree plans
  - Course changes
  - Exception to Policy packets
  - GPA issues
- 
- The bottom right corner of the slide features a decorative graphic consisting of several concentric circles, resembling ripples in water, rendered in a lighter blue shade than the background.

# Degree Plan/Grades

- Degree Plan/Degree Requirements
  - Courses required for degree and major
  - Doc or pdf attachment emailed to [nginftamanagers@in.ngb.army.mil](mailto:nginftamanagers@in.ngb.army.mil)
- Grades:
  - Unofficial transcript or screenshots from online student account
  - Attach to an email, send to [nginftamanagers@in.ngb.army.mil](mailto:nginftamanagers@in.ngb.army.mil)
- “Locked” account:
  - Once DP is uploaded and grades are updated, account is unlocked and SMs are able to apply.
  - No need to contact the Education Office; this process is automated.

# Log-In Issues with AKO/Minuteman

- Clear and/or re-register CAC card on AKO.
- If RCAS line, call help desk @ 317-274-3541 to request admin rights to change security settings.
- If outside line/PC, reset security settings to allow AKO/minuteman website.
- AKO helpdesk: (866) 335-2769 to reset AKO password/username.
- To reset CAC pin number, SM must go to an ID card facility.

# Frequently Asked Questions

- Can I use FTA and state TA simultaneously?
  - Yes, up to 100% tuition and authorized fees IAW AR 621-5.
  
- Is NGSG the only form of state TA?
  - Yes. NGSG is the same thing as state TA; the terms are used interchangeably.

# FAQs continued

- Do I have to fill out two separate TA requests (DA 2171), one for NGSG and one for FTA?
  - No. When you apply for FTA online at minuteman, the Education Office automatically certifies your eligibility/ineligibility for state TA/NGSG.

# FAQs continued

- Do I have to fill out a TA request (DA 2171) every time I go to school?
  - Yes. Tuition Assistance is an ongoing process. Every time you register for classes, you must apply online for TA.
- I cannot apply online. What do I do?
  - See the Troubleshooting section of this presentation for solutions. It is the Soldier's responsibility to apply for TA.

# FAQs continued

- When I go online to apply, I receive an error message stating that my account is suspended. What do I do?
  - See the Degree Plan & Update Grades slides for explanation.

# FAQs continued

- I am Title 10 or Title 32. What do I do?
  - Do you attend a state-supported school?
  - All AD must apply for TA online at [www.goarmyed.com](http://www.goarmyed.com).
  - The AD Army Education Center for INNG is located at Ft. Knox.
    - (502) 624-2427
    - (502) 624-4136



# FAQs continued

- I am AD (Title 10 or Title 32) and I applied online at goarmyed for FTA. How do I apply for state TA?
  - For state TA, AD must submit a DA 2171 online at the minuteman website. That is the only way to be considered for the NGSG.
- Can I use TA in conjunction with my GI Bill?
  - Yes.